# HRAccess

**HR Solutions to Simplify your Life!**

## SEL Statement User Guide

## Introduction

The Department of Homeland Security (DHS) instructed the National Finance Center (NFC) to discontinue mailing paper Statements of Earnings and Leave (SELs) to DHS employees as of July 29, 2010. Employees can now log on to their Employee Personal Page (EPP) directly from the National Finance Center (NFC) website at: https://www.nfc.usda.gov/personal/epmain.aspx.
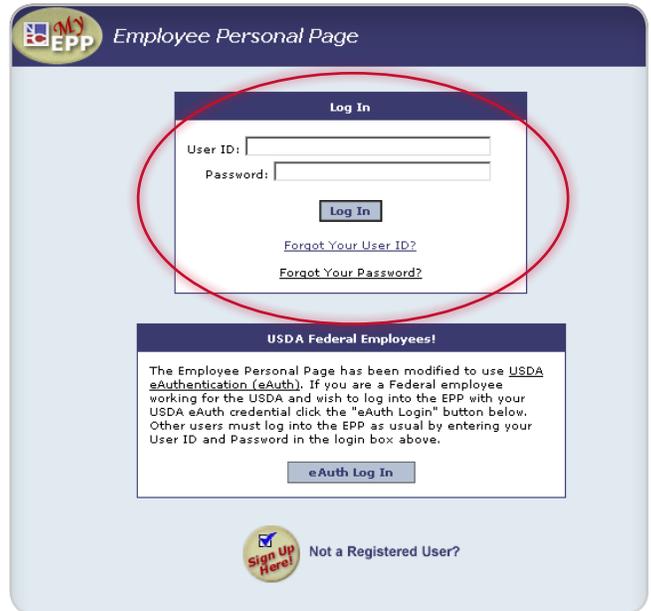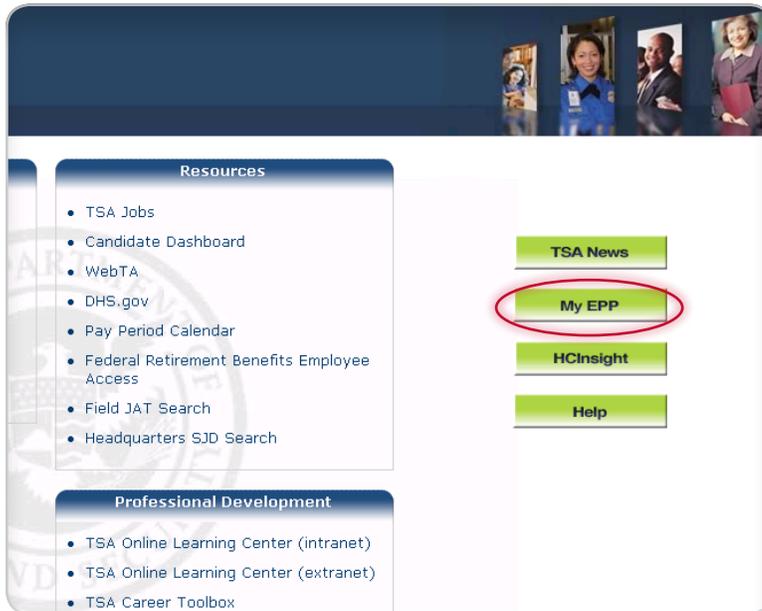
This comprehensive User Guide explains how to access your SEL, the different types of information reported on your SEL, and the possible fields you will see on your SEL.

## Accessing Your SEL

To access your SEL from the HRAccess website:

1.  Log on to HRAccess (https://hraccess.tsa.dhs.gov/)

2.  Click **My EPP** on the HRAccess homepage.

The NFC My EPP website opens.

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3. Log on to the NFC My EPP page using your EPP User ID and Password.

## SEL Types of Information

**Employee Detail:**
Displays detailed employee and pay period information such as personally identifiable information, statement pay period dates, and detailed salary information. Fields in this section are explained on page 3 in more detail.

**Earnings and Deductions:**
Displays detailed earnings and deductions information for the current pay period and the year-to-date. Fields in this section are explained on page 4-5 in more detail.

**Leave Status:**
Displays detailed leave information for the current pay period and the year-to-date. Fields in this section are explained on page 6 in more detail.

**Remarks:**
Displays data and remarks related to Time and Attendance (T&A) displayed in the other sections of your SEL. This section is explained on page 8 in more detail.

```
******SAMPLE STATEMENT***SAMPLE STATEMENT***SAMPLE STATEMENT******          FORM AD-334
                                                                              USDA
                                                                              (REV. 10/97)
```

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| SOCIAL SECURITY NO. | PAY PERIOD DATE MO DA YR MO DA YR | P/P | T&A CONTACT POINT | ACCT. STAT. | ORGANIZATIONAL STRUCTURE | PERSNL OFFICE | PAY PLAN | GR. | STEP |
| XXX-XX-9999 | 01/17/2010  01/30/2010 | 02 | TA-99-9999-99-99 | 0010 | TA-99-9999-99-99 | 1598 | SV | F | 00 |

| SALARY | RATE | TYPE EMPL | SCD FOR LEAVE | RET. DEDUCTIONS THIS APPOINTMENT | STATEMENT OF EARNINGS AND LEAVE |
|---|---|---|---|---|---|
| 40,673.00 | PA | F/T | 03/21/1984 | 2,829.65 | |

### EARNINGS AND DEDUCTIONS

| | ITEM | | HOURS | | | AMOUNT | |
|---|---|---|---|---|---|---|---|
| CODE | | DESCRIPTION | P/P | YR. TO DATE | | P/P | YR. TO DATE |
| 01 | REGULAR TIME | | 55.25 | 785.75 | | 1,212.74 | 17,176.25 |
| 21 | OVERTIME - PREMIUM RATE | | 6.50 | 174.00 | | 214.05 | 5,714.53 |
| 31 | HOLIDAY WORKED | | | 6.00 | | | 131.70 |
| 44 | CASH AWARD | | | | | | 700.00 |
| 61 | ANNUAL LEAVE | | 13.75 | 107.75 | | 301.81 | 2,354.47 |
| 62 | SICK LEAVE | | 3.00 | 39.75 | | 65.85 | 872.52 |
| 64 | COMPENSATORY LEAVE | | | 18.75 | | | 406.76 |
| 66 | OTHER LEAVE | | 8.00 | 48.00 | | 175.60 | 1,044.00 |
| 66 61 | TIME OFF AWARD | | | 8.00 | | | 878.00 |
| ** ** | **** PAY PERIOD HOURS & GROSS PAY **** | | 86.50 | | | 1,970.05 | 29,278.23 |
| 75 02 | RETIREMENT | | | | | 14.05 | 181.87 |
| 75 15 | TSP - FERS | | | | | 87.80 | 1,136.60 |
| 76 | SOCIAL SECURITY (OASDI) | | | | | 119.46 | 1,774.56 |
| 77 | FEDERAL TAX EXEMPTS S00 | | | | | 306.31 | 4,878.55 |
| 78 | ST TAX EXEMPTS 000 | | | | | 66.80 | 1,050.21 |
| 81 | FEGLI - COVERAGE $48,000 | | | | | 7.20 | 93.30 |
| 81 | OPT FEGLI - AGE BRACKET 3 | | | | | 3.82 | 49.54 |
| 83 | FEHBA-ENROLL CODE 991 | | | | | 43.31 | 476.41 |
| 83 | NON-FEDERAL HEALTH - ENROLL CODE 811 | | | | | 3.27 | 35.97 |
| 84 | SAVINGS BONDS | | | | | 15.00 | 195.00 |
| 85 | CHARITABLE CONTRIBUTIONS | | | | | | 17.44 |
| 97 | MEDICARE TAX WITHHELD | | | | | 27.94 | 415.01 |
| ** ** | ********** TOTAL DEDUCTIONS ********** | | | | | 693.69 | 10,448.61 |
| ** ** | ********** NET PAY ********** | | | | | 1,273.09 | 18,793.65 |
| ** ** | DD/EFT ROUTING NO. 999999999 | | | | | | |

### BOND ACCOUNT

| AUTH NO | DENOM- INATION | DEDUC- TION | BALANCE AVAIL. | NO. ISSUED | ISSUE DATE |
|---|---|---|---|---|---|
| 1  E | 100 | 15.00 | 155.00 | | |

### YEAR TO DATE LEAVE STATUS

| TYPE | ACCRUED | USED | BALANCE | PROJECTED USE OR LOSE | PT. HRS UNAPP | MAX. C/O |
|---|---|---|---|---|---|---|
| ANN | 128.00 | 90.00 | 278.00 | 158.00 | | 240.00 |
| SICK | 44.00 | 39.75 | 596.75 | | | LEAVE CATEG |
| COMP | 7.85 | 36.75 | 29.00 | | | 6 |
| | | | | | | REMARKS |

OVR EARN LIMIT   2.75 HRS  $68.75

NAME AND ADDRESS

Official Pay Date      02/11/2010

ANY TSA EMPLOYEE
1234 ANY STREET
ANY STATE, US 12345-9999

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## Employee Detail

Here is an explanation of the information you see in the Employee Detail section of your SEL.

| ******SAMPLE STATEMENT***SAMPLE STATEMENT***SAMPLE STATEMENT****** | | | | | | | 99999-99999 | | | FORM AD-334 USDA (REV 10/97) |
|---|---|---|---|---|---|---|---|---|---|---|
| SSNO | PAY PERIOD DATE MO DA YR    MO DA YR | P/P | T&A CONTACT POINT | ACCT STAT | ORG STRUCTURE | POI | PAY PLAN | GR | ST | |
| XXX-XX-9999 | 01/17/2010    01/30/2010 | 02 | TA-99-9999-99-99 | 0010 | TA-59-99-9999 | 1598 | SV | F | 00 | |

| SALARY | RATE | TYPE EMPL | SCD FOR LEAVE | RET. DEDUCTIONS THIS APPOINTMENT | STATEMENT OF EARNINGS AND LEAVE |
|---|---|---|---|---|---|
| 40,673.00 | PA | F/T | 03/21/1984 | 2,829.65 | |

**SSNO:** Your Social Security Number

**PAY PERIOD DATE:** Beginning and end dates of the pay period covered in this SEL.

**P/P:** Pay period number of the pay period covered by this SEL.

**T&A CONTACT POINT:** The Time and Attendance (T&A) contact point code used to identify your timekeeper.

**ACCT STAT:** Your agency-assigned accounting station code.

**ORG STRUCTURE:** The organizational structure code that identifies your work location.

**POI:** The Personnel Office Identifier (POI) code you are assigned to.

**PAY PLAN:** The pay plan for your position for the pay period covered by this SEL.

**GR:** The grade for your position for the pay period covered by this SEL.

**SALARY:** Your (adjusted) salary.

**RATE:** The salary rate code (e.g., PA, per annum), which identifies the pay basis for your salary for the pay period displayed.

**TYPE EMPL:** The type of work schedule you are scheduled to work for the pay period displayed. (Example: F/T = Full Time).

**SCD FOR LEAVE:** The Service Computation Date (SCD) used to compute the annual leave category.

**RET. DEDUCTIONS THIS APPOINTMENT:** The cumulative amount of retirement deductions.

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## SEL Statement User Guide

### Earning and Deductions

The Earnings and Deductions section is divided into two areas. The first section contains the hours and earnings for the employee for the specified pay period along with year-to-date totals. The second, just below the "PAY PERIOD HOURS & GROSS PAY" line, displays all deductions withheld from the employee's earnings for the specified pay period along with year-to-date totals.

Below is a sample SEL and an explanation of the basic information you see in the Earnings and Deductions section of your SEL.

| EARNINGS AND DEDUCTIONS | | | | | | |
|---|---|---|---|---|---|---|
| ITEM | | HOURS | | | AMOUNT | |
| CODE | DESCRIPTION | P/P | Y-T-D | | P/P | Y-T-D |
| | | | | | | |
| 01 | REGULAR TIME | 55.25 | 785.75 | | 1,212.74 | 17,176.25 |
| 21 | OVERTIME - PREMIUM RATE | | | | | 6,693.66 |
| 61 | ANNUAL LEAVE | 13.75 | 107.75 | | 301.81 | 2,354.47 |
| 64 | COMPENSATORY LEAVE | | 18.75 | | | 406.76 |
| 66 | OTHER LEAVE | 8.00 | 48.00 | | 175.60 | 1,044.00 |
| 74 | FURLOUGH | | | | | |
| | | | | | | |
| ** ** | **** PAY PERIOD HOURS & GROSS PAY **** | 86.50 | | | 1,970.05 | 29,278.23 |
| | | | | | | |
| 75/02 | RETIREMENT | | | | 14.05 | 181.87 |
| 75/15 | TSP-FERS | | | | 87.80 | 1,136.60 |
| 76 | SOCIAL SECURITY (OASDI) | | | | 119.46 | 1,774.56 |
| 77 | FEDERAL TAX EXEMPTS S00 | | | | 306.31 | 4,878.55 |
| 78 | ST TAX EXEMPTS 000 | | | | 68.80 | 1,050.21 |
| 81 | FEGLI-COVERAGE $47,000 | | | | 7.20 | 93.30 |
| 82 | OPT FEGLI-AGE BRACKET 9 | | | | 3.82 | 49.54 |
| 83 | FEHBA - ENROLL CODE 992 | | | | 43.31 | 476.41 |
| 83 | NON-FEDERAL HEALTH - ENROLL CODE 811 | | | | 3.27 | 35.97 |
| 83 /10 | DENTAL PLAN | | | | | |
| 85 | CHARITABLE CONTRIBUTNS | | | | | 17.44 |
| 87 | UNION/ASSOCIATION DUES 87 0313 | | | | | |
| 88 | SAVINGS ACCT 123456 | | | | | |
| 88/40 | TSP LOAN REPAY (FED) | | | | | |

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| 93/11 | FSA – HEALTH CARE | | | | | | |
|---|---|---|---|---|---|---|---|
| 97 | MEDICARE TAX WITHHELD | | | | | 27.94 | 415.01 |
| 99/96 | FERS MIL SERV DEPOSITS | | | | | | |
| | | | | | | | |
| ** ** | ********** TOTAL DEDUCTIONS ********** | | | | | 693.69 | 10,448.61 |
| | | | | | | | |
| | | | | | | | |
| ** ** | *************** NET PAY *************** | | | | | 1,273.09 | 18.793.65 |
| ** ** | DD/EFT ROUTING NO. 999999999 | | | | | | |
| | | | | | | | |

**ITEM:** This columns lists all the earnings and deductions blocks of your SEL lists all earnings and deductions Transaction Codes (TC) and their descriptions for the pay period covered by this SEL.

a. **CODE:** This line displays the TC used to record your time and attendance on the T&A for this pay period. Time worked includes all hours worked, absences, allowances/differential entitlements, and other entitlements. Each TC represents a specific rate and kind of pay or absence. TCs may include a transaction suffix--these transaction suffixes are used to record differential, union representation, etc., on the T&A for this pay period.

b. **DESCRIPTION:** This line provides a description of each TC and/or suffix code displayed.

*Note: More detailed descriptions of TSA-specific TC are listed on pages 9-11 this guide.*

**HOURS:** The Hours columns of the earnings section of your SEL displays the total number of hours paid per TC for the pay period covered by the SEL and the year-to-date.

a. **P/P:** The total number of hours paid in the pay period for each corresponding TC and suffix code.

b. **Y-T-D:** The total number of hours paid year-to-date for each corresponding TC and suffix code.

**AMOUNT:** These columns display the amount paid or deducted for each TC for the pay period covered by the SEL and the year-to-date.

a. **P/P:** The amount earned in the pay period covered by the SEL for each TC (and suffix).

b. **Y-T-D:** The cumulative year-to-date amount earned or deducted for each TC (and suffix).

The Earnings and Deductions section also includes the following information:

**PAY PERIOD HOURS & GROSS PAY:** This line totals the number of hours paid for all TC listed in the earnings section, gross pay for the pay period, and the year-to-date amount of earnings.

**TOTAL DEDUCTIONS:** This line totals the amount deducted for pay period covered in SEL and for the year-to-date.

**NET PAY:** This line totals the pay for the pay period and year-to-date after deductions.

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### Leave Status

The Leave Status section displays annual, sick, and compensatory (comp) leave data. Below is an explanation of the information you see in this section of your SEL.

| YEAR TO DATE LEAVE STATUS | | | | | PT. HRS UNAPP | MAX. C/O |
|---|---|---|---|---|---|---|
| TYPE | ACCRUED | USED | BALANCE | PROJECTED USE OR LOSE | | |
| ANN | 72.00 | 63.75 | 234.75 | 122.75 | | 240.00 |
| SICK | 40.00 | | 528.50 | | | LEAVE CATEG |
| COMP | | | | | | 8 |

**TYPE:** The three types of leave reported on the E&L statement: annual, sick, and comp.

**ACCRUED:** The total number of hours accrued for annual, sick, and comp leave during the current leave year.

**USED:** The total number of hours used for annual, sick, and comp leave during the current leave year.

**BALANCE:** The total number of hours available for use for annual, sick, and comp leave.

**PROJECTED USE OR LOSE:** The projected number of annual leave hours that must be used by the end of the leave year to avoid losing.

**PT HOURS UNAPPLIED:** The number of hours in pay status that do not equal the number of hours necessary to credit one hour of annual or sick leave for a part-time employee.

**MAX C/O:** The maximum number of annual leave hours that can be carried forward into the next leave year.

**LEAVE CATEGORY:** The employee's annual leave category.

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### Remarks

The Remarks section displays remarks related to time and attendance (T&A) and earnings data displayed in other sections of your SEL.

|  |
|---|
| **REMARKS** |
| OVR EARN LIMIT    2.75  HRS  $68.75 |

Some remarks you may see include, but are not limited to:

- Restored annual leave balance.

- Annual and sick leave earned during the emergency period when donated leave is being used.

- Day, hour, monetary limitation balance and used for the pay period.

- Reason for a split or corrected T&A.

- Balance, accruals, and usage of home leave as "days."

- Number of days of COP used (TC 67).

Below are more detailed descriptions of the common types of remarks you will see in the remarks section of the SEL.

**OVR EARN LIMIT:** Notes the amount of hours and earnings over the Biweekly Cap on Premium Pay. Any amount over the Biweekly Cap amount will not be paid to the employee.

**COMP HRS OVER EARN LIMIT:** Notes the Amount of Comp Time hours earned over the Biweekly Comp Time Cap.

**SAL CHNG:** Notes your annual salary before and after a Pay Adjustment (authorized by Presidential Executive Order).

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## Transaction Code Descriptions

Below are more detailed descriptions of the common types of TC that TSA employees will see under the Earning & Deductions section of their SEL.

### Transaction Codes for Earnings

**Code 01: Regular Time**
This TC is used to record the regularly scheduled tour of duty hours an employee worked during the basic workweek.

**Code 04: Sunday Differential**
This TC is used to record the non-overtime hours worked between midnight Saturday and midnight Sunday. The differential is payable in addition to any night or shift differential entitlements. Employees who perform work during a regularly scheduled 8-hour period of duty which is not overtime, any part of which is performed on Sunday, are entitled to premium pay for Sunday work for the entire period of service.

**Code 05: Sunday Differential with Night Differential**
This TC is used to record regular time worked on a tour which begins or ends between the hours of midnight Saturday through 6:00 a.m. Sunday and/or 6:00 p.m. through midnight Sunday.

**Code 11: Night Differential**
This TC is used to record hours worked between 6:00 p.m. through 6:00 a.m. during the regularly scheduled basic tour of duty.

**Code 12: Night Differential for Compensatory Time Worked**
This TC is used to record night differential hours for substitute and/or regularly scheduled overtime work for which the employee is required or has elected to take compensatory time off instead of receiving premium pay.

**Code 14: Hazard Pay Differential**
This TC is used to record the hours of hazardous duty or duty involving physical hardship which is not usually involved in carrying out the duties of the position. Hazard Pay Differential is in addition to any other type of pay or allowances due the employee.

**Code 19: Overtime Over 8**
This TC is used to record work performed in excess of 8 hours on any 1 day within the 40-hour basic workweek.

**Code 21: Overtime – Premium Rate**
This TC is used to record overtime hours performed outside the basic 40-hour workweek.

**Code 23: Overtime Travel under Fair Labor Standards Act (FSLA)**
This TC is used to record hours of travel away from the official duty station outside the tour of duty for which an employee is entitled to compensation under FLSA.

**Code 25: Overtime Over 40 Hours with Night Differential**
This TC is used to record hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period.

**Code 26: Overtime Over 8 With Night Differential**
This TC is used to record regularly scheduled work performed during the night differential period in excess of 8 hours on any 1 day within the 40 hour basic workweek.

**Code 31: Holiday Worked**
This TC is used to record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay.

**Code 32: Compensatory Time Worked**
This TC is used to record the hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay.

**Code 32: Compensatory Time Travel -- Earned**
This TC is used to record the hours of overtime earned for travel during uncompensated non-work hours. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

**Code 34: FSLA**
This TC is used to record overtime pay for nonexempt employees, computed under the Fair Labor Standards Act (FLSA).

**Code 41: Standby/Authorized Unscheduled Overtime (AUO) for Non Exempt Employees**
This TC is used to record the hours of standby time or AUO which were actually worked.

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**Code 41: Premium Pay on an Annual Basis (Differential In Lieu Of Overtime)**
This TC is used to record the hours of standby time or Authorized Unscheduled Overtime (AUO) which were actually worked.

**Code 44: Spot Award**
This TC is used to record the monetary amount of any spot award received.

**Code 45: Begin Cost of Living Allowance**
This TC is used to begin cost of living allowance (COLA) payments. COLA is a special pay entitlement for an employee whose duty station is in a high cost-of-living area

**Code 46: Begin Foreign/Non-Foreign Post Differential**
This TC is used to begin post differential payments. Post differential is a special pay entitlement provided an employee who is assigned to a designated duty station.

**Code 47: Discontinue COLA**
This TC is used to discontinue COLA payments.

**Code 48: Discontinue Post Differential**
This TC is used to discontinue post differential payments.

**Code 49/9: Danger Pay Allowance**
This TC is used to record hours of entitlement to danger pay allowance. Danger pay is usually linked to conditions where there has been an authorized departure or evacuation of dependents and nonessential personnel.

**Code 51/2: Separate Maintenance Allowance – Tax Exempt**
This TC is used to record the number of days for which the employee is being reimbursed for housing costs. This allowance is tax exempt and will not be reported on the employee's W–2.

**Code 61: Annual Leave**
This TC is used to record hours of annual leave used that are to be charged against the employee's accrued annual leave balance.

**Code 61/61: Annual Leave – Donated**
This TC is used to record the number of hours of annual leave to be donated to a leave recipient for a medical emergency.

**Code 62: Sick Leave**
This TC is used to record hours of sick leave used that are to be charged against the employee's accrued sick leave balance.

**Code 62/62: Family Friendly Leave Used (FMLA)**
This TC is used to record hours of sick leave used to care for a family member or for bereavement purposes, based on the Federal Employees Family Friendly Leave Act (FFLA).

**Code 63: Restored Annual Leave**
This TC is used to record hours of annual leave used that are to be deducted from an employee's restored annual leave balance.

**Code 63/61: Donated Restored Annual Leave**
This TC is used to record the number of hours of restored annual leave to be donated to a leave recipient for a medical emergency.

**Code 64: Compensatory Leave**
This TC is used to record the hours of compensatory leave used that are to be charged against the employee's accrued compensatory leave balance.

**Code 64/78: Compensatory Leave/Travel**
This TC is used to record the hours of compensatory leave used that are to be charged against the employee's accrued compensatory leave balance. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

**Code 65: Military Regular Leave**
This TC is used to record the number of hours of regular military leave used.

**Code 66: Other Leave**
This TC is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time.

**Code 66/61: Time off Awards**
This TC is used to record time off hours used without charge to leave or loss of pay that are granted as an incentive award.

**Code 67: Office of Workers' Compensation Program (OWCP) Inquiry Leave**
This TC is used to record the hours of paid absence due to traumatic injury suffered on the job.

**Code 68: Military Leave Used – Emergency**
This TC is used to record the hours for which the employee is absent from his/her civilian place of duty because of emergency military duty.

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**Code 69: Home Leave Taken**
This TC is used to record the number of home leave hours used and charged against the accrued home leave balance.

**Code 71: Leave Without Pay (LWOP)**
This TC is used to record the hours of non-pay status when the employee is on approved time away from work without pay.

**Code 72: Absence Without Official Leave (AWOL)**
This TC is used to record the hours of nonpaid absence that were not approved. Absence Without Official Leave (AWOL) is unapproved time away from work without pay.

**Code 73: Suspension**
This TC is used to record hours of suspension.

**Code 74: Furlough**
This TC is used to record the hours of non-pay status because of lack of funds, work, or other non-disciplinary reasons.

## Transaction Codes for Deductions

**Code 75/02: Retirement**
This TC is used to record deductions from gross pay for Retirement.

**Code 75/15: TSP-FERS**
This TC is used to record deductions from gross pay for your contributions to the Thrift Savings Plan (TSP) for Federal Employee Retirement System (FERS) employees.

**Code 76: Social Security**
This TC is used to record deductions from gross pay for Social Security.

**Code 77: Federal Tax Exempts**
This TC is used to record deductions from gross pay for Federal taxes.

**Code 78: State Tax**
This TC is used to record deductions from gross pay for state taxes.

**Code 81: FEGLI**
This TC is used to record deductions from gross pay for your Federal Employees Group Life Insurance (FEGLI) policy.

**Code 82: FEGLI**
This TC is used to record deductions from gross pay for additional FEGLI coverage.

**Code 83: FEHB**
This TC is used to record deductions from gross pay for your Federal Employees Health Benefits (FEHB) plan.

**Code 83/10: Dental Plan**
This TC is used to record deductions from gross pay for your dental plan.

**Code 85: Charitable Contributions**
This TC is used to record deductions from gross pay for charitable contributions elected under the Combined Federal Campaign.

**Code 88: Savings Account**
This TC is used to record deductions from gross pay for a savings account.

**Code 88/40: TSP Loan Repay (Fed)**
This TC is used to record deductions from gross pay for repayment of a Thrift Savings Plan (TSP) loan.

**Code 93/11: FSA Health Care**
This TC is used to record deductions from gross pay for a health/medical Flexible Spending Account (FSA).

**Code 97: Medicare Taxes Withheld**
This TC is used to record deductions from gross pay for Medicare and taxes.

**Code 99/96: FERS MIL SERV Deposits**
This TC is used to record deductions from gross pay for the deposit necessary to obtain credit for my military service after 1956 used to compute or establish title to a Federal Employees Retirement System (FERS) annuity.

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**More detailed TC descriptions are included in the NFC Time and Attendance Instructions (TNAINST) Appendix C:**

http://i2i.nfc.usda.gov/Publications/TNAINST/tnainst.pdf

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